

REQUEST FOR REASONABLE ACCOMMODATION

PART A: EMPLOYEE/APPLIANT REQUEST AND CERTIFICATION

This form should be completed by an applicant or employee who believes they have a disability and who wish to request a reasonable accommodation. This form is used for record-keeping and reporting purposes only. It should be maintained separately from the employee's personnel file and is a confidential document. Please submit this form as soon as possible to the servicing Reasonable Accommodations Coordinator (RAC).

1. Applicant's or Employee's Name

2. Applicant's or Employee's Telephone No.

3. Employee's Title, Series & Grade

4. Employee's Bureau (or O/S) and Division

5. Immediate Supervisor's Name and Telephone Number

6. Initial Date of Request

7. Briefly describe the medical condition requiring accommodation

8. Describe specifically what accommodation(s) you think could be made so that you could perform the essential duties of the position. You must be able to perform all of the critical elements outlined in your performance appraisal plan or in the vacancy announcement either with or without accommodation.

9. Please check any of the categories below that apply to your request

CAP request (Computer or Electronic Office Equipment)

Sign Language Interpreter Request

Furniture

Removal of an architectural barrier (reconfigured work space)

Materials in alternative formats

Other Request _____

10. Reasonable Accommodation needed for: (check one)

Applicant

Performing Job Functions or Accessing the Work Environment

Accessing a Benefit or Privilege of Employment (e.g. attending a training program or social event.)

11. How long do you believe you would need the required accommodations?

12. Explain any time sensitive issues related to the request.

13. If a disability and/or need for reasonable accommodation is not obvious or already on file with the Department, the Department has a right to request medical documentation to substantiate the disability and the requested accommodation. If you have been asked to provide medical information, this information should be attached to this form, unless it has already been provided.

CERTIFICATION AND CONSENT BY EMPLOYEE OR APPLICANT

I hereby certify that all statements made above are true to the best of my knowledge and belief. I hereby give permission for the release of information about my service and medical condition(s) to authorized agency officials.

Employee's or Applicant's Signature

Date

Office Phone Number

PART B: ACCOMMODATION REPORT

To Be Completed by Deciding Official. This form is used for record-keeping and reporting purposes only. It should be maintained separately from the employee's personnel file and is a confidential document. Attach copies of all documents obtained or developed in processing this report form. Please submit this form as soon as possible after final determination of the reasonable accommodation request to the servicing Reasonable Accommodations Coordinator (RAC).

Name and Title of Individual Requesting Reasonable Accommodation:

Bureau and Division of Requesting Individual:

1. Reasonable accommodation: (check one)

Approved

Denied (If denied, attach copy of the written denial letter/memo stating reason - See Section 5.06, of DAO 215-10, Reasonable Accommodation Procedures).

2. Describe the type of accommodation requested: _____

3. Describe the type of accommodation granted (if different from what was requested): _____

4. Date reasonable accommodation requested: _____

5. Name of person who initially received request: _____

Regarding the person who initially received the request, check all that apply:

Immediate supervisor

Another supervisor in the chain of command

Reasonable Accommodation Coordinator (RAC)

HR Specialist

EEO Specialist

Other _____

6. Date reasonable accommodation request referred to deciding official (i.e., Supervisor, Office or Division Director, HR Specialist): _____

7. Name and Title of Deciding Official:

8. Date reasonable accommodation approved or denied: _____

9. Date of disposition of the reasonable accommodation request(if different from date approved): _____

10. Interim measures provided, if any:

11. If time frames outlined in DAO 215-10, Reasonable Accommodation Procedures, were not met, please explain:

12. Request for reasonable accommodation denied because (may check more than one box.)

Accommodation ineffective

Medical documentation inadequate

Accommodation would require removal of an essential function or otherwise would require lowering of performance or production standard

Accommodation would cause undue hardship

13. Detailed reason(s) for the denial of reasonable accommodation(s). Must be specific, e.g. why accommodation would be ineffective or cause undue hardship.

14. If the proposed reasonable accommodation was rejected but another one was offered and accepted, please explain.

15. If the individual proposed one type of reasonable accommodation which is being denied, but rejected an offer of a different type of reasonable accommodation, explain both the reasons for the denial of the requested accommodation and why you believe the chosen accommodation would be effective.

16. Was medical information required to process this request? If yes, explain.
17. Sources of technical assistance, if any, consulted in trying to identify possible reasonable accommodations (e.g., Job Accommodation Network, disability organization, Reasonable Accommodation Coordinator).
18. Comments:

CERTIFICATION AND CONSENT BY THE DECIDING OFFICIAL

I hereby certify that all statements made above are true to the best of my knowledge and belief.

Deciding Official's Signature

Date

Office Phone Number

For more information on how to contact RACs, please see the Department of Commerce's Office on Civil Rights' website <http://www.osec.doc.gov/ocr/eeoofficers.html>.

Or contact:

Department of Commerce
Office of Civil Rights
14th Street and Constitution Avenue NW Room 6012
Washington, DC 20230
Attention: Disability Policy Advisor.

If the Requestor is not satisfied with this decision, he/she may do the following:

- a. Direct a request for reconsideration to the head of applicable Office or Division. All requests for reconsideration must be submitted within 15 workdays of receipt of the decision.
- b. If an individual wishes to file an Equal Employment Opportunity (EEO) complaint, or pursue Merit Systems Protection Board (MSPB) or union grievance procedures, he/she must take the following steps:

For an EEO complaint, contact an EEO counselor within 45 days of receipt of the decision;

For an MSPB appeal, file within 30 days of an action that is appealable to the Board; or
For a collective bargaining claim, file a written grievance in accordance with appropriate grievance procedures.

- c. Direct a request for alternative dispute resolution (ADR) to the appropriate ADR Program Coordinator within 15 workdays of receipt of the decision.

Privacy Act Advisory Statement

The Privacy Act of 1974 requires that you be given certain information about this request for information. The authority for the accommodation request form is derived from the Rehabilitation Act of 1973, as amended, which stipulates that Federal agencies must provide reasonable accommodations to qualified individuals with disabilities. 29 U.S.C. Section 791; 29 C.F.R. Part 1614; see also 20 C.F.R. part 1630. Further, Executive Order 13164 mandates that Federal agencies have written procedures for providing reasonable accommodation and maintain records in order to monitor the effectiveness of the procedures. Completion of this form is voluntary, however, no accommodation may be given to a qualified individual without this written information. The Director, Office of Civil Rights, shall maintain a record of all accommodation requests which will be utilized to determine the efficacy and consistency of the reasonable accommodation procedures process and be compiled for reports to the Equal Employment Opportunity Commission (EEOC); these records are subject to periodic review by the EEOC, at its request, to ensure compliance. Other routine uses are listed below.

Routine Uses

1. In the event that a system of records maintained by the Department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or contract, or rule, regulation, or order issued pursuant thereto, or protecting the interest of the Department.
2. A record from this system of records may be disclosed to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information, or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Department decision concerning the assignment, hiring, or retention of an individual, the issuance of a license, grant or other benefit.
3. A record from this system of records may be disclosed to a Federal, state, local or international agency, in response to its request, in connection with the assignment, hiring, or retention of an individual, the issuance of a security clearance, the reporting of an investigation of the individual, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
4. A record from this system of records may be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
5. A record in this system of records may be disclosed to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.
6. A record in this system of records may be disclosed to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).
7. A record in this system of records may be disclosed to a contractor of the Department having need for the information in the performance of a contract, but not operating a system of records within the meaning of 5 U.S.C. 552a(m).
8. A record in this system may be disclosed to the Office of Personnel Management for personnel research purposes; as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related manpower studies.
9. A record from this system of records may be disclosed to the Administrator, General Services Administration (GSA), or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (i.e. GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.
10. A record in this system of records may be disclosed to any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, inform the source of the purposes(s) of the request, and identify the type of information requested.
11. A record in this system of records may be disclosed to officials of the Office of Personnel Management, Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel, or the Equal Employment Opportunity Commission, the Department of State, or the Department of Labor when requested in performance of their authorized duties.
12. A record in this system of records may be disclosed in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.
13. A record in this system of records may be disclosed to officials or labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions.
14. A record in this system of records may be disclosed to commercial contractors (dept collection agencies) for the purpose of collecting delinquent debts authorized by the Debt Collection Act (31 U.S.C. 3718).
15. A record in this system of records may be disclosed to Senior State Department officials at U.S. Embassies, including the Ambassador, Deputy Chief of Mission, Administrative Counselor and Human Resource Officers, for matters relating to employment or security issues pertaining to Department of Commerce employees working in U.S. Embassies or facilities overseas.